

ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.						1	14
1 DATE OF ORDER 08/16/2016		2 CONTRACT NO. (If any) EP-W-14-020		6 SHIP TO:			
3 ORDER NO 0075		4 REQUISITION/REFERENCE NO PR-OGC-16-00049		a NAME OF CONSIGNEE  Jonah Richmond			
5 ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R			
				c CITY Washington		d STATE DC	e ZIP CODE 20460
7 TO FLORIDA HENDRICKS				f SHIP VIA			
a NAME OF CONTRACTOR SRA INTERNATIONAL, INC.				8 TYPE OF ORDER			
b COMPANY NAME				<input type="checkbox"/> a PURCHASE REFERENCE YOUR		<input checked="" type="checkbox"/> b DELIVERY	
c STREET ADDRESS 4300 FAIR LAKES COURT				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract	
d CITY FAIRFAX							
e STATE VA				f ZIP CODE 220334232			
9 ACCOUNTING AND APPROPRIATION DATA See Schedule				10 REQUISITIONING OFFICE HPOD			
11 BUSINESS CLASSIFICATION (Check appropriate box(es))						12 F.O.B. POINT Destination	
<input type="checkbox"/> a SMALL <input checked="" type="checkbox"/> b OTHER THAN SMALL <input type="checkbox"/> c DISADVANTAGED <input type="checkbox"/> d WOMEN-OWNED <input type="checkbox"/> e HUBZone <input type="checkbox"/> f SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h EDWOSB							
13 PLACE OF		14 GOVERNMENT B/L NO		15 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16 DISCOUNT TERMS	
a INSPECTION		b ACCEPTANCE					
17. SCHEDULE (See reverse for Rejections)							
ITEM NO (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	DUNS Number: 097779698 The purpose of this Task Order is to procure the services of SRA to perform the duties as outlined in the Integrated Training Program for EEO Mediation Statement of Work. A Work Plan and Cost Continued ...						
18 SHIPPING POINT		19 GROSS SHIPPING WEIGHT		20 INVOICE NO		17(h) TOTAL (Cont pages)	
21 MAIL INVOICE TO							
a NAME RTP Finance Center				\$3,000.00		17(i) GRAND TOTAL	
b STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive				\$3,000.00			
c CITY Durham		d STATE NC	e ZIP CODE 27711				
22 UNITED STATES OF AMERICA BY (Signature)				23 NAME (Typed) Patrice L. Cunningham TITLE: CONTRACTING/ORDERING OFFICER			

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers

DATE OF ORDER

CONTRACT NO

08/16/2016

EP-W-14-020

ORDER NO

0075

ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Estimate is due to EPA within ten business days of the date of this Order.</p> <p>TOCOR: Jonah Richmond Max Expire Date: 10/31/2018</p> <p>Admin Office:</p> <p>HPOD</p> <p>US Environmental Protection Agency</p> <p>Headquarters Procurement Operations</p> <p>Ariel Rios Building</p> <p>1200 Pennsylvania Avenue, NW</p> <p>Washington DC 20460</p> <p>Period of Performance: 08/16/2016 to 10/31/2018</p>					
0001	<p>Task Order Funding</p> <p>Accounting Info:</p> <p>16-17-B-16A-ZZZGF2-2504-1617ARM009-001</p> <p>BFY: 16 EFY: 17 Fund: B Budget Org:</p> <p>16A Program (PRC): ZZZGF2 Budget</p> <p>(BOC): 2504 DCN - Line ID:</p> <p>1617ARM009-001</p> <p>Funding Flag: Partial</p> <p>Funded: \$3,000.00</p>				3,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$3,000.00

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Prescribed by GSA FAR (48 CFR) 53.213-1

**CONTRACT EP W14 020**  
**TASK ORDER #**

**TITLE: Integrated Training Program for EEO Mediation**

**Abstract:** This task order provides for development of an integrated program of training and skills development for EPA employees who serve as Equal Employment Opportunity (EEO) mediators. EPA's goal is to increase the number and skill level of EPA employees who are available to conduct mediation of EEO cases.

This training is funded by the Office of Human Resources (OHR), coordinated by the Conflict Prevention and Resolution Center (CPRC) and the Office of Civil Rights (OCR), with significant input from EPA HQ Workplace Solutions, located in OHR.

**I. BACKGROUND**

EPA currently has an in-house mediation program for resolution of Equal Employment Opportunity cases. Existing mediators have been trained in a variety of local mediation programs around the country. In order to increase the number of mediators available and to augment the skills of existing mediators, OCR, OHR and CPRC are embarking on a training development initiative. This initiative will consist of two related projects that are part of an integrated whole, designed to develop and support a cadre of in-house EEO mediators. The program consists of:

1. Conduct of quarterly workshop sessions designed to focus on and to develop specific skills and competencies or to address common challenges for trained mediators currently serving as EEO mediators.
2. Development of a "train the trainer" course agenda, materials and presentation expertise to train up to six experienced EPA EEO mediators to be able to conduct a 40 hour mediation training course for additional EPA employees.

The quarterly training sessions for currently active EEO mediators will provide the mediators with opportunities to continue to develop their mediation skills. As a result of the "train the trainer" training, the EPA will have a corps of instructors trained to provide training to new EEO mediators. The new EEO mediators being trained will be added to OCR's current roster of about seven mediators nationwide that have already been trained and are practicing.

1. Skill development workshops for current mediators.
  - These short sessions will further develop skills or address issues or challenges frequently encountered, so that trainees will have improved skills for carrying out their EEO mediation activities.
  - Training topics/skills will be selected by OCR and the corps of mediators in advance of each quarterly session and assigned via written Technical Direction from the TOCOR at least 30 days in advance of the session date.
    - The first session will cover conflict coaching for individuals.
    - For subsequent topics, the TOCOR and Technical Contact will propose topics to the mediators, seek input from the mediators on which topics they would prefer, and then choose the topics.

- Examples of possible training topics include: caucusing; breaking an impasse; moving beyond emotion.
- Trainees will be mediators who have already completed a 40-hour mediation training course and are currently on the roster of EEO mediators. Trainees will include the current roster of about seven current mediators plus the up to 12 mediators that will be newly trained by the EPA trainers that have attended the "trainer the trainer" course discussed in this Task Order.

## 2. "Train the trainer" course

- Trainees will learn how to teach a 40-hour course for new EEO mediators. This project will develop the agenda, materials, handouts, exercises and training techniques for experienced EPA mediators to train new EPA mediators.
- Trainees will be provided with course materials to use in training new EEO mediators. Course materials shall be free of copyright restrictions.
- Course materials shall enable trainees to impart basic knowledge of how to conduct mediation, including how to open a mediation session, how to effectively use private caucus sessions, and how to restate and reframe interests and positions.
- Course materials shall include simulations and debriefing instructions that give trainees a chance to practice the concepts being taught.
- Course materials shall include a module on formal settlement discussions and how they differ from mediation during the informal pre-complaint stage.
- Trainees will be selected by OCR.
- There will up to ten federal employees that are trained to conduct future EPA training sessions.

## II. SCOPE OF WORK

### Assumptions:

#### Skills development workshops for current EPA mediators.

The contractor is responsible for the following:

- Development of agenda, training materials, handouts, exercises, or discussion topics responsive to Technical Direction regarding the topic identified by the TOCOR in advance.
- The training shall be "off the shelf" and free of copyright restrictions and is expected to address skills and issues encountered commonly in workplace and EEO cases. The service provider is expected to use off the shelf case studies or role plays that can be done via video-conferencing.
- Training will be presented quarterly (four times per year), for a total of eight times over two years.
- Each skill development training workshop for current mediators is expected to be no

more than 4 hours per session.

- Training materials are expected to be provided electronically to participants.
- There will be under 50 participants expected to attend each session of the training.
- The service provider shall not provide follow-up practice sessions, mentoring, or individual problem solving after any session.
- The service provider is expected to design a web based evaluation form that will be distributed, collected and summarized to evaluate each workshop offering.
- The service provider is expected to provide documentation of hours of attendance. The service provider is not expected to report on achievement of appropriate level of competence.
- Outreach/promotional materials to promote the training
- Registration system to track registration, attendance and completion of the course.

"Train the trainer" course.

The contractor shall provide the following:

- The training course materials (including agenda, instructors manual, participant manual, handouts, exercises, presentation techniques) shall be developed based on standard mediation and "train the trainer" courses for 40-hour mediation tailored to include information about mediating EEO issues. Materials shall be copyright free.
- The train the trainer course will be conducted in person in Washington, DC
- The "train the trainer" training is expected to be 40 hours, spread over 5 consecutive days, each day containing 8 hours of training.
- Training materials are expected to be provided in hard copy and electronically to participants.
- There will be up to ten federal employees that are trained by the contractor for this training. These federal employees being trained to train new mediators have all been trained and certified as mediators, but have varied mediation experience, with some being experience mediators and some having little to no mediation experience.
- The contractor conducting the "train the trainer" training shall be based in the metropolitan Washington, D.C. area, no overnight stays are anticipated.
- Training will be presented once in the Fall of 2016.
- The service provider is expected to provide official certificates to document attendance and completion. The service provider is not expected to report on achievement of an appropriate level of competence.
- The service provider is expected to use off the shelf case studies or role plays to the extent possible to reduce development costs.
- The service provider shall not provide follow-up practice sessions, mentoring, or individual problem solving after course instruction is complete.
- The service provider is expected to design, implement, summarize and report on a comprehensive evaluation of the course.

EPA will provide the following:

- Training facilities, equipment and supplies.

- Outreach and promotional material to recruit trainees
- Registration of participants

# 1. Work Plan

- a. The contractor shall submit a work plan to the Project Officer (PO) and Task Order Contracting Officer Representative (TOCOR) in accordance with the requirements of this task order and the underlying contract.

The workplan shall include:

- Procedures for substitution of labor categories in the event of temporary or permanent personnel changes.
  - Outline quality assurance/quality control procedures for deliverables.
  - Information on Conflict of Interest checks for the proposed service provider.
  - While both of these projects are part of an integrated program of training, the workplan shall cost out each of the two projects separately, including assumptions that affect the costs and time for development.
- b. The contractor shall be responsible for oversight of deliverables under this task order and shall be responsible for transmission of reports and invoices as required by the contract.
  - c. The contractor shall select a trainer or service provider with the following qualifications:
    - The course instructors shall be trained and experienced mediators, with at least 6 years of experience in conducting workplace mediations. Experience in EEO type cases is preferred.
    - The course instructors shall be experienced instructors, with at least 6 six years of experience instructing mediators. Course instructors shall provide at least 3 references that can recommend the instructors.
    - The contractor shall provide a list, short qualification statement, and resume of up to 5 service providers who meet these qualifications to the TOPO and partnering offices. The EPA TOCOR and the partner offices will review the potential service providers and will provide feedback to the contractor on the appropriateness and acceptability of the service providers prior to the final selection of the service provider.

Contractor support shall be provided in an integrated program training and skills development in EEO mediation. The contractor shall provide assistance in the design of 2 types of training seminars (Advanced skills development workshops and 40 Hour New Mediator Train the Trainer Training) that meet the following requirements:

- Training Schedule. The skill development workshops for current mediators will be offered quarterly, beginning in August or September 2016, at a time designated by the TOCOR in written Technical Direction. The "train the trainer" course will

be offered in August or September 2016 at a time convenient for the participants and trainer. See the SCHEDULE below.

- Training Platform. The skill development workshops for current mediators will be conducted via webinar or other electronic platform arranged by the EPA TOCOR. As discussed in the Assumptions above, the "Train the trainer" course will be offered in-person in EPA space in Washington, DC.
- Training Agenda. The agendas for the skill development workshops will vary depending on the skills being developed, but may include lectures, simulations, and demonstrations. The TOCOR will notify the contractor via written Technical Direction at least 30 days in advance of the topic for each workshop. The in-person "train the trainer" course will include lectures, simulations, and demonstrations (real and/or video).
- Skill development workshop materials. The materials will vary depending on the skills being developed, but must be in electronic format. These materials may include Power Point presentations, Word files, pdf files, videos, and web links. The files may include, for example, instructional information, demonstrations, lists of additional resources, or instructions and scenarios for conducting simulations.
- "Train the trainer" course materials. The "train the trainer" course shall include materials in both paper format for in-person participants, and electronic format for participants to use and reference in the future. These materials may include Power Point presentations, Word files, pdf files, videos, and web links. The files may include, for example, instructional information, demonstrations, lists of additional resources, or instructions and scenarios for conducting simulations. The course materials shall include information to develop presentation of course materials including how to administer and debrief training participants and best practices for trainers.

In addition to the course instructor materials used to train the trainers, the contractor shall provide 40-hour mediation training materials (participant manual) that the attendees of the "train the trainer" course can use to conduct subsequent training of new EEO mediators. These materials shall be minimally adapted from existing materials and shall not be subject to any copyright restrictions that may prevent their use for training future mediators. These materials shall include at a minimum simulations, debriefing and instructional information, and may also include, for example, demonstrations, and lists of additional resources. These materials must be in electronic format for use and reference in the future.

Curriculum for "Train the trainer" course. The topics the contractor must train the trainers to teach in this course include: How to conduct mediation, including preparation, opening statements, use of caucusing, and drafting settlement

agreements; confidentiality provisions under the ADR act and other relevant law; and the role of EEO law and processes in EEO mediation. The contractor shall also train the trainers on how to conduct mediation simulations and provide valuable feedback to mediators being trained.

- The skill development courses will be offered quarterly over two years for a total of eight sessions. The "train the trainer" course will be offered once.
2. Needs Assessment: The contractor shall meet or conference call with the TOCOR and up to 6 staff and/or management identified by the TOCOR to further examine the specific needs of the sponsoring programs and target audience with regard to the training specified above. The contractor shall bring existing examples of 40-hour mediation training agendas and training materials for review and discussion.
  3. Draft Training Seminar Agenda: Based upon background information provided by the TOCOR and the needs assessment discussion, the contractor shall submit to the TOCOR:
    - a. Draft structure of the course and draft agenda for each training or workshop, and training methods or processes proposed (lecture, simulations, demonstrations etc)
    - b. A proposed list of speakers, panel members, facilitators, trainers
    - c. A draft list or table of contents or annotated bibliography of training materials.
    - d. A recommended list of pre-course briefing or reading materials if applicable.

The PO and TOCOR will review the draft agenda, speakers list, pre-course reading list and training materials list for each training or workshop and provide comments and revisions as necessary. The contractor shall prepare the final agenda and list of training materials incorporating the PO's and TOCOR's comments and revisions.

4. Preparation of Training Session:
  - a. The contractor shall prepare both pre-course and workshop training materials as approved in the final agenda and training materials lists and shall write and transmit to the TOCOR draft training materials for use in the seminar. The TOCOR will review the draft training materials and provide comments and revisions as necessary. The contractor shall prepare the final training materials incorporating the TOCOR's comments and revisions. The contractor shall provide training aids (slides, overheads, handouts) for each session of the agenda.
  - b. The contractor shall also review the standard CPRC training evaluation form and suggest any additions or modifications to the TOCOR and PO. The PO and TOCOR will review the suggested changes and provide comments and revisions



as necessary. The contractor shall prepare the final evaluation form incorporating TOCOR's comments and revisions.

- c. The contractor shall contact panelists and speakers to arrange for their participation.

### 5. Logistical Tasks:

For the "Train the Trainer" course, the TOCOR will conduct registration, attendance tracking and notification of participants and arrange meeting facilities, equipment and support. As noted above, the contractor is responsible for tracking registration, attendance and completion of the skill development workshops.

- 6. Conduct of Training Session: The contractor shall teach the training.

### 7. Provision of Training Materials:

- a. For the Train the Trainer course the contractor shall provide each "train the trainer" student with a notebook or set of handouts containing the approved training materials. Printing shall be within the limitations stated in the contract.
- b. The contractor shall also provide each student with a document via email in Word format, PowerPoint format; or PDF, of any training materials specifically developed for the course(s) in this task order.
- c. The contractor shall provide signed attendance certificates for each participant completing the training documenting the number of hours for CLE.

- 8. Evaluation of the Training: The contractor shall submit a draft evaluation form for each training to the TOCOR at least 2 weeks in advance of the course. Upon incorporation of any comments the contractor shall administer the approved evaluation form within 3 days of the completion of the course. The contractor shall collate the information from the training evaluation survey and summarize it in a short summary. The service provider who conducts the training shall conduct a short oral evaluation discussion with attendees at the conclusion of the training. The trainer shall summarize this data and these discussions in a short (1 – 2 page) report to the TOCOR with recommendations for any changes in the training prior to its next presentation.
- 9. Final Report: At the conclusion of this integrated training and skills development the contractor shall summarize results of the training program, recommendations for changes in the training program for future offerings or follow up training or activities in a short (2 – 4 page) report to the TOCOR and PO.

## III. WORK APPROACH

#### A. ADR and Public Participation Best Practices:

The Contractor shall approach this task in accordance with terms of the basic contract and according to the established norms and ethical standards of ADR professionals.

Based on EPA's evaluation of a large number of ADR cases, the Agency has determined that the following practices are significantly related to positive substantive, relational, and procedural outcomes from ADR cases. The contractor shall ensure that this direction is provided to ADR professionals providing services under this task order:

- Prior to the mediation or facilitation and throughout the process, the ADR professional shall inquire about whether individual participants have the time, financial, and logistical resources necessary to participate effectively in the process and -- where resources are inadequate -- assist them in identifying appropriate resources or in making necessary adjustments to the process to accommodate resource constraints.
- The ADR professional shall assist the participants in identifying the issues that are important to resolving any controversy and solutions that will address the needs shared by the participants.
- The ADR professional shall conduct the process to promote active engagement from all participants.
- The ADR professional shall explore with the participants appropriate ways to incorporate high quality and relevant information resources necessary to resolve the issues.
- To support productive dialogue and effective implementation of any agreements reached by the participants, the ADR professional shall ensure that participants have appropriate authority to make commitments on behalf of their organizations.

#### B. Ethical Codes of Conduct:

The Contractor shall ensure that ADR professionals serving as neutral third parties under this contract receive information about and perform in accordance with ethical codes applicable to the practice of dispute resolution professionals. Relevant examples of ethical codes include those adopted by:

- the American Arbitration Association, American Bar Association, Association for Conflict Resolution:  
([http://www.acrnet.org/uploadedFiles/Practitioner/ModelStandardsOfConductforMediatorsfinal05\(1\)\(1\).pdf](http://www.acrnet.org/uploadedFiles/Practitioner/ModelStandardsOfConductforMediatorsfinal05(1)(1).pdf))
- the International Association of Facilitators: (<http://www.iaf-world.org/aboutiaf/CodeofEthics.aspx>)
- the International Association for Public Participation:  
(<http://iap2.affiniscape.com/displaycommon.cfm?an=1&subarticlenbr=8>)

#### C. Confidentiality

All parties to this task order acknowledge that the confidentiality provisions of the Administrative Dispute Resolution Act, 5 U.S.C. Section 574 shall govern the contractor's

alternative dispute resolution activities (if any) under this task order.

#### D. Contractor Representation

In gathering information or performing tasks with parties outside the EPA, the contractor will identify him/herself as a contractor to EPA, not an EPA employee.

The Contractor shall provide input or make recommendations based on the information gathered, however, decisions on all substantive issues will be made by EPA. **THE CONTRACTOR SHALL NOT INTERPRET EPA POLICY ON BEHALF OF EPA NOR MAKE DECISIONS ON ITEMS OF POLICY, REGULATION OR STATUTE. THE CONTRACTOR SHALL NOT TAKE A STAND ON THE MERITS OF SUBSTANTIVE ITEMS UNDER DISCUSSION.**

#### E. Status Notifications:

**THE CONTRACTOR SHALL NOTIFY THE EPA PROJECT OFFICER AND PROGRAM OFFICE CONTACT WHEN 75% OF THE FUNDS PROVIDED HAVE BEEN EXPENDED OR WHEN FUNDING FOR LESS THAN 6 WEEKS WORK REMAINS.** The Contractor shall also notify the TOCOR when 75% of the funds have been used on any single case assignment. Notifications shall be in writing and cc to the Project Officer.

#### F. Task Order Procedures, Constraints and Disclaimers

If out of town travel is required to accomplish the tasks under this task order, the contractor shall obtain advance approval for that trip and its costs in writing from the TOCOR, ATOCOR and/or the PO. To the extent possible, the contractor's per diem costs shall be within allowable limits set by GSA.

This task order is not funded by multiple appropriations. This task order does not provide for training of contractor personnel, provision of Government Furnished Property or Accountable Personal Property, leased items or property or IT products or services. The SOW does not include any tasks that are inherently governmental in nature or provide personal services. The SOW does not anticipate transferring or developing Confidential Business Information or Personally Identifiable Information to the contractor. This project will not involve collection of environmental data and so is not subject to needing an EPA Quality Assurance Plan. Printing shall be in accordance with limitations of the contract. This project does not involve the service provider conducting surveys, data collection or questionnaires. Development of communications products as a result of activities on this task order will be in compliance with EPA's Policy and Implementation Guide for Communications Product Development and Approval found at [HTTP://www.epa.gov/productreview/guide/index.html](http://www.epa.gov/productreview/guide/index.html).

The Contractor is directed to conduct Conflict of Interest checks and provide this information as a part of the Work Plan for TOCOR review and CO approval.

#### IV. REPORTS AND DELIVERABLES

The contractor shall send EPA all reports in accordance with the section F.3. of contract unless specifically changes in the statement of work.

The contractor shall provide a workplan within the schedule provided in the basic contract and set out below.

Copies of all reports, meeting notices, agenda, summaries and any other written deliverables shall be sent to the PO and the TOCOR listed below. If oral briefings are scheduled for EPA staff, the PO shall be notified in time to attend.

All reports shall be provided in draft form. Upon receipt of comment from the EPA PO and TOCOR, the contractor shall revise the report and distribute final copies as stated in the Scope of Work.

##### Schedule:

Item:	Due No Later Than:	Type:
Work Plan	10 work days from T.O. issuance	Deliverable
<u>Train the Trainer Training:</u> Draft Agenda, Speakers, Training Materials List	4 Weeks from Workplan Approval	Transmittal
Final Agenda, Speakers, Training Materials List	2 Weeks after receipt of comment	Transmittal
Draft Training Materials and Evaluation Form Changes	4 Weeks from approval above	Transmittal
Final Training Materials	2 Weeks after receipt of comment	Deliverable
Conduct Training	Fall 2016	Deliverable
Evaluation Results	3 Weeks after completion of course	Transmittal
<u>Conduct of Skills Workshops</u>	Per Technical Direction of TOCOR	Deliverable
Agenda and proposed materials	Within 2 weeks of Technical Direction	Transmittal
Final agenda, materials	1 week prior to date of workshop	Transmittal
Evaluation Results	3 Weeks after completion of course	Transmittal

Final Report

3 Weeks after program completion Deliverable

## V. EPA CONTACTS

### Task Order Contracting Officer Representative :

Jonah Richmond  
Conflict Prevention and Resolution Center (MC-2388A)  
Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
Washington, DC 20460  
Phone: (202) 564-0210 Fax: (202) 501-1715  
[richmond.jonah@epa.gov](mailto:richmond.jonah@epa.gov)

### Project Officer:

Deborah Dalton  
Conflict Prevention and Resolution Center (MC-2388A)  
Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
Washington, DC 20460  
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[dalton.deborah@epa.gov](mailto:dalton.deborah@epa.gov)

### Alternate Project Officer:

Terry Fenton  
Conflict Prevention and Resolution Center (MC-2388A)  
Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
Washington, DC 20460  
Phone: (202) 564-2090 Fax: (202) 501-1715  
[fenton.terry@epa.gov](mailto:fenton.terry@epa.gov)

### Technical Contact (for substantive information - not authorized to issue technical direction):

Letitia Newland  
Office of Civil Rights (MC-2388A)  
Environmental Protection Agency  
26 W. Martin Luther King Drive  
Cincinnati, OH 45268  
Phone: (513) 569-7913

[newland.letitia@epa.gov](mailto:newland.letitia@epa.gov)

Barbara Viney, Workplace Solutions  
Office of Human Resources (MC-3602A)  
Environmental Protection Agency  
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Washington, DC 20460  
Phone: (202) 564-7972  
[viney.barbara@epa.gov](mailto:viney.barbara@epa.gov)

## **VI. PERIOD OF PERFORMANCE**

The period of performance of this task order shall be until October 31, 2018.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		<b>1. CONTRACT ID CODE</b>		<b>PAGE OF PAGES</b>	
<b>2 AMENDMENT/MODIFICATION NO</b> 001		<b>3 EFFECTIVE DATE</b> 11/30/2016		<b>4. REQUISITION/PURCHASE REQ NO</b> See Schedule	
<b>6 ISSUED BY</b> HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		<b>7. ADMINISTERED BY (If other than Item 6)</b>		<b>5 PROJECT NO (If applicable)</b> 3	
<b>8 NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)</b> SRA INTERNATIONAL, INC. Attn: FLORIDA HENDRICKS 4300 FAIR LAKES COURT FAIRFAX VA 220334232		<b>9A AMENDMENT OF SOLICITATION NO</b> (x)		<b>9B DATED (SEE ITEM 11)</b>	
<b>CODE</b> 097779698 <b>FACILITY CODE</b>		<b>10A MODIFICATION OF CONTRACT/ORDER NO</b> EP-W-14-020 0075		<b>10B DATED (SEE ITEM 13)</b> 08/16/2016	
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. <div style="text-align: right;"> <input type="checkbox"/> is extended    <input type="checkbox"/> is not extended         </div>					
<b>12 ACCOUNTING AND APPROPRIATION DATA (If required)</b>					
See Schedule		Net Increase:		\$42,000.00	
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
<b>CHECK ONE</b>	<b>A THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO IN ITEM 10A</b> <b>B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)</b> <b>C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF</b> <b>D OTHER (Specify type of modification and authority)</b> X FAR 52.232-22				
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not. <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
<b>14 DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)</b>					
DUNS Number: 097779698 The purpose of this modification is to approve the Work Plan and Cost Estimate submitted by the Contractor on 10-24 and accepted by the Task Order COTR on 11-21.  This modification increases the ceiling by \$51,545.49 which brings the total estimated cost from \$3,000.00 and sets it at \$54,545.49.  This modification also provides incremental funding in the amount of \$42,000 which brings the total obligated amount from \$3,000 to \$45,000.					
TOCOR: Jonah Richmond Max Expire Date: 10/31/2018					
Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
<b>15A NAME AND TITLE OF SIGNER (Type or print)</b>		<b>16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print)</b>			
		Patrice L. Cunningham			
<b>15B CONTRACTOR/OFFEROR</b>		<b>15C DATE SIGNED</b>		<b>16C DATE SIGNED</b>	
(Signature of person authorized to sign)				11/30/2016	
				(Signature of Contracting Officer)	

## CONTINUATION SHEET

REFERENCE NO OF DOCUMENT BEING CONTINUED  
EP-W-14-020/0075/001PAGE OF  
2 3NAME OF OFFEROR OR CONTRACTOR  
SRA INTERNATIONAL, INC.

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Reason for Modification : Funding Only Action Total Amount for this Modification: \$51,545.49 New Total Amount for this Version: \$54,545.49 New Total Amount for this Award: \$54,545.49 Obligated Amount for this Modification: \$42,000.00 New Total Obligated Amount for this Award: \$45,000.00 Incremental Funded Amount changed: from \$3,000.00 to \$45,000.00 CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$3,000.00 to \$54,545.49 Obligated Amount for this modification: \$42,000.00 Incremental Funded Amount changed from \$3,000.00 to \$45,000.00</p> <p>CHANGES FOR DELIVERY LOCATION: HPOD Amount changed from \$3,000.00 to \$54,545.49</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 16-17-B-16A-ZZZGF2-2504-1617ARM007-001 Beginning Fiscal Year 16 Ending Fiscal Year 17 Fund (Appropriation) B Budget Organization 16A Program (PRC) ZZZGF2 Budget (BOC) 2504 Job # (Site/Project) Cost Organization DCN-LineID 1617ARM007-001 Quantity: 0 Amount: \$30,000.00 Percent: 54.99996 Subject To Funding: N Payment Address:</p> <p>CHANGES FOR ACCOUNTING CODE: 16-17-B-16A-ZZZGF2-2504-1617ARM009-001 Amount changed from \$3,000.00 to \$15,000.00 Percent changed from 0 to 27.49998</p> <p>Delivery Location Code: HPOD Jonah Richmond US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Continued ...</p>				



## CONTINUATION SHEET

REFERENCE NO OF DOCUMENT BEING CONTINUED  
EP-W-14-020/0075/001PAGE OF  
3 3NAME OF OFFEROR OR CONTRACTOR  
SRA INTERNATIONAL, INC.

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Mail Code: 3803R Washington DC 20460 USA  Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 FOB: Destination Period of Performance: 08/16/2016 to 10/31/2018				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		<b>1 CONTRACT ID CODE</b>		<b>PAGE OF PAGES</b>	
				1 2	
<b>2 AMENDMENT/MODIFICATION NO.</b>		<b>3 EFFECTIVE DATE</b>		<b>4 REQUISITION/PURCHASE REQ. NO</b>	
002		05/23/2017		<b>5 PROJECT NO. (If applicable)</b>	
<b>6 ISSUED BY</b>		<b>CODE</b>		<b>7 ADMINISTERED BY (If other than Item 6)</b>	
HPOD		HPOD		<b>CODE</b>	
US Environmental Protection Agency Headquarters Procurement Operations Ariel Ries Building 1200 Pennsylvania Avenue, NW Washington DC 20460					
<b>8 NAME AND ADDRESS OF CONTRACTOR (No street county State and ZIP Code)</b>		<b>(x)</b>		<b>9A AMENDMENT OF SOLICITATION NO.</b>	
SRA INTERNATIONAL, INC. Attn: FLORIDA HENDRICKS 4300 FAIR LAKES COURT FAIRFAX VA 220334232					
				<b>9B DATED (SEE ITEM 11)</b>	
		<b>x</b>		<b>10A MODIFICATION OF CONTRACT/ORDER NO.</b>	
				EP-W-14-020	
				0075	
				<b>10B DATED (SEE ITEM 13)</b>	
				08/16/2016	
<b>CODE</b>		<b>FACILITY CODE</b>			
097779698					

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

<b>CHECK ONE</b>	<b>A THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A</b>
<b>x</b>	<b>B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</b>
	<b>C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</b>
	<b>D OTHER (Specify type of modification and authority)</b>

**E. IMPORTANT:** Contractor ☒ is not. ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: 097779698

The purpose of this modification is to name Emilio Cortes as the Task Order COTR.

TOCOR: Emilio Cortes Max Expire Date: 10/31/2018

**LIST OF CHANGES:**

Reason for Modification : Other Administrative Action

Total Amount for this Modification: \$0.00

New Total Amount for this Version: \$0.00

New Total Amount for this Award: \$54,545.49

Contracting Officer Representative changed from

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

<b>15A NAME AND TITLE OF SIGNER (Type or print)</b>		<b>16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print)</b>	
		Patricia L. Cunningham	
<b>15B CONTRACTOR/OFFEROR</b>	<b>15C DATE SIGNED</b>	<b>16B UNITED STATES OF AMERICA</b>	<b>16C DATE SIGNED</b>
(Signature of person authorized to sign)		(Signature of Contracting Officer)	05/23/2017

NSN 7540 01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-W-14-020/0075/002PAGE OF  
2 2NAME OF OFFEROR OR CONTRACTOR  
GRA INTERNATIONAL, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	to Emilio Cortes  TOCOR (Task Order Contracting Officer's Representative) changed to : Emilio Cortes  Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 08/16/2016 to 10/31/2018				